



VOLUNTARY CERTIFIED ACCESS SPECIALIST PROGRAM

INSTRUCTIONS

CONTINUING EDUCATION EQUIVALENCY PETITION

INSTRUCTIONS: Carefully read all instructions before completing form [DSA-605: Continuing Education Equivalency Petition](#).

- **Submit this form with your Certification Renewal Application and fees.**
- **This form is for use in renewing your Certified Access Specialists certification only.**
- Print out and complete form DSA-605 on a typewriter or print by hand in blue or black ink.
- Complete the form DSA-605-Continuing Education Equivalency Petition, listing a maximum of 10 Continuing Education Units (CEU).
- You may request CEU equivalency activity credit for more than one activity; however, one-hour of CEU credit must equal one-hour of actual participation or presentation of the course; not to exceed 10 hours.
- Answer all applicable questions completely, accurately, and thoroughly. The information you provide will determine your eligibility to renew your CAsP certification.
- Incomplete applications, omitting relevant information, or providing false or misleading information may be a cause for non-renewal.
- Sign and date the form DSA-605.
- Submit this form with the required form [DSA-600 - Candidate Eligibility and Certification Renewal Application](#) (and/or forms [DSA-604](#) and [DSA-606](#), as appropriate) and the fees for certification renewal.

FEES: Note – All Fees are Non-refundable. The total fees for certification renewal (Government Code Section 4459.8(b)) are \$500.00, consisting of:

\$200.00 - *Verification of Continuing Education Units prior to Certification Renewal Fee:* This fee covers administration costs for reassessment of qualifications related to renewal of certification, prior to expiration of the current term of certification. This fee is due at the time the application for certification renewal is submitted and **prior** to the expiration of applicant's current certification

\$300.00 - *Certification Renewal Fee:* This fee covers the cost for program administration over an additional three-year term of certification. This fee is due upon notification of approval of renewal.

GENERAL INFORMATION: The Division of the State Architect will grant continuing education (CE) "equivalency activity" credits under a written petition process. In addition to accredited CE courses, such "activity" may include, but is not limited to, instruction on accessibility subjects, development of access education programs and examinations, attendance at organized lectures, presentations or workshops, making professional or technical presentations at meetings, conventions or conferences, and actively participating in an organization as an officer or committee member.

To receive continuing education credit, the activity must be access related and the petitioner must retain documentation.



- **Equivalency for Course Instruction:**

Note – Cannot exceed five CEUs.

Documentation must include at minimum the following information:

1. The petitioner's qualifications to teach the course.
2. The title and description of the course.
3. An outline or syllabus for the course.
4. The date(s) and location the instruction took place.
5. Clock hours of instruction.
6. A statement by the course sponsor or school that the petitioner taught the course. Such a statement or certificate will only be accepted for a single offering of the course during the CASp's current term of certification.

- **Equivalency for Attendance at seminars, conventions, and other approved activity:**

Documentation must include at minimum the following information:

1. The title and description of the approved activity, including subject areas covered.
2. The date(s) and location of the event(s) or activities took place.
3. The number of clock hours attended that includes specific beginning and ending dates.
4. An explanation of how the event(s) or activity meets the Continuing Education Equivalency Petition requirements.

Activity for which credit is being requested must have occurred within the three-year period of your current CASp certification.

Equivalency CE credit may only be received once for each course or activity during each three-year CASp certification term.

Do not send CE certificates or other documentation to the DSA CASp Unit unless you are specifically requested to do so.

CE documentation should be retained by the CASp for a period of four years.

RESTRICTIONS ON PROBONO WORK: Non-educational and/or non-access related probono service is deemed unacceptable for CEU credit:

It is the renewing applicant's responsibility to determine if all CEU requirements have been met. Applicants who are unsure if an activity or event is a continuing education equivalent activity should refer to the certified access specialist website under Certification Renewal at

<http://www.dgs.ca.gov/dsa/Programs/programCert/casp.aspx#t8> or contact the CASp program certification unit at CASprogram@dgs.ca.gov.